



DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND NORTHWEST
2000 WEST MARINE VIEW DR, BLDG 2102
EVERETT, WA 98207-2600

NAVRESREDCOMNWINST 1610.1B
N01A
8 Aug 01

NAVRESREDCOM NORTHWEST INSTRUCTION 1610.1B

Subj: DELEGATION OF REPORTING SENIOR AUTHORITY FOR ENLISTED
PERSONNEL

Ref: (a) BUPERSINST 1610.10

1. Purpose. Per reference (a), this instruction assigns delegated reporting senior authority and scope of delegation to the Chief Staff Officer for E5 and below enlisted personnel reports and to the Director of Reserve Personnel Management for all enlisted Reservists assigned to Records Review in this region.

2. Cancellation. NAVRESREDCOMREG22INST 1610.1A

3. Scope of Delegated Reporting Senior Authority

a. The Chief Staff Officer shall assume regular reporting senior authority on all E5 and below evaluation reports for personnel assigned to the Readiness Command staff.

(1) This delegated reporting senior authority includes the authority to recommend personnel reported on for advancement.

(2) The Chief Staff Officer's reporting senior authority will be limited to E1-E5 pay grades, and includes all subordinate members in these pay grades.

b. The Director of Reserve Personnel Management shall assume regular reporting senior authority on all not observed enlisted evaluation reports for Reservists assigned to Records Review.

4. Responsibilities of the Readiness Commander for Delegated Reports. The Chief Staff Officer is solely responsible for the content of reports submitted over his or her signature, and the Readiness Commander may not change or add comments to a delegated report, or submit a report, which covers any part of the same period. The Readiness Commander, however, retains the following responsibilities:

8 Aug 01

a. That all reports are promptly and properly submitted, and that equitable standards are used throughout the command.

b. Sign any report, which withdraws a recommendation for advancement after advancement authorization for the member has been received.

c. Review the following reports:

(1) Adverse Reports (trait mark of 1.0, promotion recommendation of "Significant Problems", etc.);

(2) Reports on enlisted personnel marked as "Progressing" (i.e. do not recommend for advancement), which are submitted after all other prerequisites to complete for advancement have been met;

(3) Special reports on enlisted personnel submitted for meritorious performance or to recommend for an officer or commissioning program;

d. Retain regular reporting senior authority over reports or supplements, which have been directed as, redress under Article 1150, U.S. Navy Regulations, or Article 138, UCMJ.

5. Promotion Recommendation Summary in Delegated Reports. The Chief Staff Officer shall summarize members in the Promotion Recommendation Summary block only with other members reported on.



J. M. LANDON II

Distribution: (NAVRESREDCOMNWINS 5215.1K)
List A (Department Heads only)

Stocked: NAVRESREDCOM Northwest (N01A)